

## DISPOSITION OF USELESS PAPERS IN THE NAVY DEPARTMENT.

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JANUARY 8, 1921.—Ordered to be printed

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Mr. MOORES of Indiana, from the Joint Select Committee on Disposition of Useless Executive Papers, submitted the following

### REPORT.

The joint select committee of the Senate and House of Representatives, appointed on the part of the Senate and on the part of the House of Representatives, to which were referred the reports of the heads of departments, bureaus, etc., in respect to the accumulation therein of old and useless files of papers which are not needed or usefull in the transaction of the current business therein, respectively, and have no permanent value or historical interest, with accompanying statements of the condition and character of such papers, respectfully report to the Senate and House of Representatives, pursuant to an act entitled "An act to authorize and provide for the disposition of useless papers in the executive departments," approved February 16, 1889, as follows:

Your committee have met, and by a subcommittee appointed by your committee carefully and fully examined the said report so referred to your committee and the statements of the condition and the character of such files and papers therein described, and we find and report that the files and papers described in the report of the Navy Department, dated December 13, 1920, to the Sixty-sixth Congress, third session, are not needed in the transaction of the current business of such departments and bureaus and have no permanent value or historical interest.

We recommend that, as required by law, the Navy Department sell as waste paper or otherwise dispose of such files of papers upon the best obtainable terms, after due publication of notice inviting proposals therefor, and receive and pay the proceeds thereof into the Treasury of the United States, and make report thereof to Congress.

Respectfully submitted to the Senate and House of Representatives.

MERRILL MOORES,  
*Member on the part of the House.*

T. J. WALSH,  
J. I. FRANCE,  
*Member on the part of the Senate.*

JANUARY 5, 1921.

NAVY DEPARTMENT,  
Washington, December 13, 1920.

SIR: I have the honor to herewith transmit lists of papers, documents, etc., on the files of this department which are not needed in the transaction of public business and have no permanent value or historical interest, and which are submitted in conformity with the provisions of the act of Congress approved February 16, 1889 (25 Stat., 672), as amended by the act approved March 2, 1895 (28 Stat., 933).

These lists have been submitted to the Librarian of Congress in accordance with the provisions of Executive Order No. 1499, dated March 16, 1912, and he advises the department that none of the records or papers, except items checked in blue, are of historical interest.

It is respectfully requested that this matter be given early consideration, in view of the fact that the space occupied by these papers is urgently needed for current files.

Sincerely, yours,

JOSEPHUS DANIELS.

The SPEAKER OF THE HOUSE OF REPRESENTATIVES,

Washington, D. C.

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LIST OF PAPERS IN THE ARCHIVES OF THE BUREAU OF STEAM ENGINEERING CONSIDERED OF NO FURTHER VALUE FOR RECORDS AND POSSESSING NO HISTORICAL VALUE.

- <sup>1</sup>1. One volume miscellaneous letters to Naval Advisory Board, July, 1885, to October, 1887.
2. One volume miscellaneous letters to Engineer Officers, 1874-1877.
3. One volume miscellaneous letters to Bureau of Steam Engineering, 1877-1883.
4. One volume report on condition of steam launches.
5. One volume general dimensions and weights of unarmored United States vessels under construction.
6. One volume general dimensions and weights of unarmored United States vessels, unused plans.
7. One volume report on Ashcroft patented furnace doors and grate bars.
8. One volume report of Engineers, 1844-1849, manuscript 1844-1849.
9. One volume manuscript copy of Engineers' Reports, 1844-1856.
10. One volume press copies correspondence Naval Advisory Board, April to November, 1885.
11. One volume press copies correspondence Naval Advisory Board, September to December, 1884.
12. One volume press copies correspondence Naval Advisory Board, April to September, 1884.
13. One volume press copies correspondence Naval Advisory Board, November, 1882, to January, 1883.
14. One volume press copies orders to inspectors, Naval Advisory Board, November, 1885, to April, 1886.
15. One volume plates to accompany report of Inspector of Materials.
16. One volume manuscript correspondence from commandants of navy yards, August 5 to November 25, 1863.
- <sup>1</sup>17. One volume letters from Secretary of the Navy, July 1, 1867, to June 30, 1870.
- <sup>1</sup>18. One volume letters of Engineer Corps, 1844-1846.
- <sup>1</sup>19. One volume letters of Engineer Corps, 1846-1848.
- <sup>1</sup>20. One volume letters of Engineer Corps, 1848-1850.
21. One volume miscellaneous letters to Bureau Steam Engineering, 1863-1864.
22. One volume miscellaneous correspondence to Naval Advisory Board, August, 1884, to July, 1885.
23. One volume, report of orders received July 1, 1872, to June 30, 1874.
- <sup>1</sup>24. One volume, miscellaneous letters, Engineer Corps, 1863.
25. One volume, labor and material reports, 1875.
- <sup>1</sup>26. One volume, letters from Secretary of Navy, January 1, 1863, to July 1, 1867.
- <sup>1</sup>27. One volume, letters, Engineers, 1863.

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<sup>1</sup>Marked with blue pencil by Librarian of Congress.

28. One volume, press copies miscellaneous letters, Naval Advisory Board, October, 1883, to April, 1884.
- <sup>1</sup>29. One volume, letters from Secretary of the Navy, July 1, 1880, to June 30, 1883.
30. One volume, reports of orders received July 1, 1868, to June 30, 1870.
31. One volume, orders to inspectors Naval Advisory Board, February, 1884, to June, 1884.
32. One volume, orders to inspectors Naval Advisory Board, April, 1886, to April, 1888.
33. One volume, orders to inspectors Naval Advisory Board, August, 1883, to February, 1884.
34. One volume, orders to inspectors Naval Advisory Board, June, 1884, to September, 1884.
35. One volume, orders to inspectors Naval Advisory Board, September, 1884, to January, 1885.
36. One volume, orders to inspectors Naval Advisory Board, December, 1884, to April, 1885.
37. One volume, list of officers and others on duty with Naval Advisory Board.
38. One volume, press copies Engineering Congress, World's Congressional Exposition. Division of Marine Engineers, April, 1892, to June, 1893.
39. One volume, same as 38, June, 1893, to January, 1894.
40. One volume, miscellaneous letters to Naval Advisory Board.
41. One volume, miscellaneous letters to Naval Advisory Board.
42. One volume, miscellaneous letters to Naval Advisory Board.
43. One volume, miscellaneous letters to Engineer Corps, 1850 to 1859.
44. One volume, miscellaneous letters to Engineer Corps, 1850 to 1859.
45. One volume, miscellaneous letters to Naval Advisory Board.
46. One volume, miscellaneous correspondence to inspectors, bills, etc., 1861-1864.
47. One volume, miscellaneous correspondence to inspectors, bills, etc.
48. One volume miscellaneous correspondence to inspectors, bills, etc.
49. One volume press copies, miscellaneous memoranda, 1882-1885.
50. One volume press copies, miscellaneous correspondence, inspectors, 1865.
51. One volume press copies, miscellaneous, 1886.
52. One volume press copies, miscellaneous memoranda, 1882.
53. One volume press copies, miscellaneous memoranda, 1881.
54. One volume press copies, miscellaneous memoranda, 1884.
55. One volume press copies, miscellaneous memoranda, 1890.
56. One volume press copies, miscellaneous memoranda, 1891.
57. One volume press copies, requests for orders to officers, 1876-1884.
58. One volume press copies, requests for orders to officers, 1884-1888.
- <sup>1</sup>59. One volume memoranda, 1844-1845.
60. One volume, record of correspondence apparently a duplication.
61. One volume, record of correspondence apparently a duplication.
62. One volume, record of correspondence apparently a duplication.
63. One volume, record of correspondence apparently a duplication.
64. One volume, record of indicator cards, 1890.
65. One volume, record of advertisements issued.
66. One volume, index record, miscellaneous letters, Naval Advisory Board, 1884.
67. One volume, record of drawings, *Chicago, Atlantic, Boston, and Dolphin*. Naval Advisory Board, 1884.
- One hundred volumes, more or less, miscellaneous reports, October, 1864 to December, 1884, contain the following, with other miscellaneous reports: Quarterly reports on condition of machinery of ships; synopsis of ships' steam log, for quarter; quarterly statements of expenditure from navy yards; reports of survey of material, navy yards; semiannual report of apprentices from navy yards; annual reports of chief engineers of yards; inventory of stores and material on hand at navy yards and stations, July, 1880.
- <sup>1</sup>One volume, Portsmouth, No. 1: Contains manuscript copy of all letters to commandant navy yard, Portsmouth, N. H., from August 2, 1862, to September 30, 1887, with chronological list (synopsis) in front of book of all letters copied therein. A press copy of all from January 1, 1885, to end of volume exists in bound volumes for that and succeeding years, but is not indexed.

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<sup>1</sup> Marked with blue pencil by Librarian of Congress.

<sup>1</sup>One volume, Portsmouth, No. 2: As above, from October 7, 1887, to January 30, 1890, with chronological list (synopsis) in front of book of all letters copied therein. A press copy of all letters in this book exists in bound volumes, but is not indexed.

<sup>1</sup>One volume, Washington, No. 1: Contains manuscript copy of all letters to commandant navy yard, Washington, D. C., from July 29, 1862, to April 4, 1877, with chronological list (synopsis) in front of book of all letters copied therein.

One volume, Washington, No. 2: As above, from April 5, 1877, to October 31, 1883, with chronological list (synopsis) in front of book of all letters copied therein.

One volume, Washington, No. 3: As above, from November 1, 1883, to January 31, 1890, with chronological list (synopsis) in front of book of all letters copied therein. A press copy of all letters in this book from January, 1885, to end of volume exists in bound volumes of correspondence for that and succeeding years.

One volume, Boston, No. 1: Contains manuscript copies of all letters to commandant navy yard, Boston, Mass., from September 16, 1862, to March 28, 1881, with chronological list (synopsis) in front of book of all letters copied therein.

One volume, Boston, No. 2: As above, from April 1, 1881, to January 31, 1890, with chronological list (synopsis) in front of book of all letters copied therein. A press copy of all letters in this book from January 1, 1885, to January 31, 1890, exists in bound volumes, but not indexed.

<sup>1</sup>One volume, New York, No. 1: Contains manuscript copies of all letters to commandant navy yard, New York, N. Y., from August 25, 1862, to December 18, 1872, with chronological list (synopsis) in front of book of all letters copied therein.

One volume, New York, No. 2: As above, from December 19, 1872, to November 5, 1880.

One volume, New York, No. 3: As above, from November 8, 1880, to July 5, 1887. A press copy of all letters in this book from January 1, 1885, to end of volume exist in bound volumes of correspondence for that and succeeding years, but is not indexed.

One volume, New York, No. 4: As above, from July 5, 1887, to January 15, 1890. A press copy of all letters in this book exists in bound volumes, but is not indexed.

One volume, New York, No. 5: As above, from January 15, 1890, to January 31, 1890. A press copy of all letters in this book exists in bound volumes, but is not indexed.

<sup>1</sup>One volume, Baltimore, No. 1: Contains manuscript copies of all letters to commandant navy yard, Baltimore, Md., from July 31, 1862, to December 5, 1865.

<sup>1</sup>One volume, Philadelphia, No. 1: Contains manuscript copies of all letters to commandant navy yard, Philadelphia, Pa., from August 18, 1862, to February 15, 1884.

One volume, Philadelphia (League Island), No. 3: As above, from March 6, 1884, to January 31, 1890. Press copies of all letters in this book from January 1, 1885, to end of volume exists in bound volumes, but is not indexed.

One volume, Norfolk, No. 1: Contains manuscript copies of all letters to commandant navy yard, Norfolk, Va., from April 13, 1870, to October 25, 1886. A press copy of all letters in this book from January 1, 1885, to end of volume exists in bound volumes for that and succeeding years, but is not indexed.

One volume, Norfolk, No. 2: As above, from October 29, 1886, to January 31, 1890. A press copy of all letters in this book exists in bound volumes, but is not indexed.

<sup>1</sup>One volume, Mare Island, No. 1: Contains manuscript copies of all letters to commandant navy yard, Mare Island, Calif., from October 14, 1862, to February 28, 1889. A press copy of all letters in this book from January 1, 1885, to end of volume exists in bound volumes, but is not indexed.

One volume, Mare Island, No. 2: As above, from November 1, 1888, to January 31, 1890. A press copy of all letters in this book exists in bound volumes, but is not indexed.

One volume, Pensacola, No. 1: Contains manuscript copies of all letters to commandant navy yard, Pensacola, Fla., from April 13, 1870, to January 31, 1890. A press copy of all letters in this book from January 31, 1885, to end of volume exists in bound volumes, but is not indexed.

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<sup>1</sup>Marked with blue pencil by Librarian of Congress.



One volume, letters to paymasters, No. 1: (Missing.)

One volume, letters to paymasters, No. 2: Contains manuscript copies of all letters from bureau to paymasters, from December 19, 1872, to June 2, 1880, with chronological list (synopsis) in front of book of all letters copied therein.

One volume, letters to paymasters, No. 3: As above, from June 4, 1880, to August 12, 1889, with chronological list (synopsis) in front of book of all letters copied therein. A press copy of all letters in this book from January 1, 1885, to end of volume exists in bound volumes, but is not indexed.

One volume, squadron, No. 1: Appears to be a chronological record of communications received from various vessels during years 1871, 1872, and 1873. (Does not appear to have been of any practical use at any time.)

One volume, letters to officers, No. 2: Contains manuscript copies of letters to officers and service generally, from April 13, 1870, to October 31, 1889, with chronological list (synopsis) in front of book of all letters copied therein. A press copy of all letters in this book from January 1, 1885, to end of volume exists in bound volumes, but is not indexed.

One volume, letters to officers, No. 3: Contains manuscript copies of letters to officers and service generally, from November 4, 1889, to February 25, 1890. A press copy of all letters in this book exists in bound volumes JJ and KK.

One volume, constructor No. 1: (Missing.)

One volume, constructor No. 2: Contains manuscript copies of letters to contractors and others, principally forwarding approved bills in payment of contracts to the fourth auditor and others on miscellaneous subjects, from January 3, 1865, to November 15, 1869, with chronological list (synopsis) in front of book of all letters copied therein.

One volume, constructor No. 3: As above, from November 17, 1869, to July 7, 1875.

One volume, constructor No. 4: As above, from July 7, 1875, to November 12, 1879.

One volume, constructor No. 5: As above, from November 14, 1879, to August 30, 1882.

One volume, constructor No. 6: As above, from August 30, 1884, to August 10, 1887. A press copy of all letters in this book from January 1, 1885, to end of volume exists in bound volumes for that and succeeding years, but is not indexed.

One volume, constructor No. 7: As above, from April 17, 1889, to May 1, 1889. A press copy of all letters in this book exists in bound volumes, but is not indexed.

One volume, letters to engineers, No. 1: (Missing.)

One volume, letters to engineers, No. 2: Contains manuscript copies of letters to engineer officers on miscellaneous subjects, from October 3, 1881, to May 29, 1889, with chronological list (synopsis) in front of book of all letters copied therein. Press copies of all letters in this book from January 1, 1885, exist in bound volumes for that and succeeding years.

One volume, letters to engineers, No. 3: As above, from June 1, 1889, to February 28, 1890. Press copies of all letters in this book exist in bound volumes but are not indexed.

One volume, contractors, No. 7: Contains manuscript copies of letters to contractors and commercial concerns on miscellaneous subjects, from August 12, 1887, to April 16, 1889, with chronological list (synopsis) in front of book of all letters copied therein. Press copies of all letters in this book exist in bound volumes but are not indexed.

One volume, key book B, construction, No. 1: Contains a chronological list of letters received from contractors from August 4, 1862, to June 30, 1881.

One volume, key book, construction, No. 2: As above, from May 21, 1868, to January 13, 1873.

One volume, key book A, officers, No. 1: Contains a chronological list of communications, reports, returns, etc., received from the service from August 27, 1862, to May 21, 1868.

One volume, key book C, officers, No. 2: As above, from May 21, 1868, to January 13, 1873.

One volume, key book D, officers, No. 3: As above, from January 14, 1873, to August 31, 1877.

One volume, key book E, officers, No. 4: As above, from September 1, 1877, to June 30, 1881.

One volume, key book F, officers, No. 5: As above, from July 1, 1881, to December 31, 1884

One volume, Bureau of Steam Engineering: Memorandum record of tracings and blue prints received and sent from the bureau from August, 1889, to October, 1892. (Of no value. No longer kept. Out of date for any use.)

One volume, ledger No. 1, Bureau of Steam Engineering: Partial record of contracts for machinery of United States steamers and for miscellaneous supplies, with record of payments thereon, 1862. (Appears to have been abandoned shortly after starting; but few papers used.)

<sup>1</sup>One volume, letters from Bureau No. 1, Engineer Corps, United States Navy, December 2, 1850, to September 20, 1852. A manuscript copy of letters from bureau, between dates given, on general subjects.

<sup>1</sup>One volume, letters to Bureau No. 1, Engineer Corps, United States Navy, December 2, 1850, to May, 1861. A manuscript copy of letters to bureau, between dates given, on general subjects.

One volume, Contracts No. 2, Bureau of Steam Engineering. Bound volume of contracts between Bureau of Steam Engineering and contractors for miscellaneous supplies, August, 1865, to July, 1867.

One volume, press copies of memoranda for secretary. Press copies of memoranda for secretary to engineer in chief, December, 1890, to January, 1892, embracing miscellaneous memorandums and indorsements.

<sup>1</sup>One volume, commandants' letters, 1864. Bound volume of original letters received in January, February, and March, 1864, on miscellaneous subjects, reports, etc.

<sup>1</sup>One volume, letters from officers. Bound volume of original letters received in January, February, and March, 1864, on miscellaneous subjects, reports, etc.

OCTOBER 27, 1920.

From: Bureau of Navigation.

To: The Secretary of the Navy.

Subject: Destruction of useless paper.

Reference: Letter of the Secretary of the Navy dated February 19, 1915, directing a report to the department in triplicate on November 1 of each year of useless paper.

In accordance with reference above, the bureau submits herewith list of papers now in the files of the Bureau of Navigation, which it is believed are useless and should be destroyed.

Applications for enlistment in the Navy. (No permanent record kept of these applications and no occasion for reference to them.) Destroy all applications dated prior to July 1, 1920.

Reports of releases from ships and shore stations. (The information contained in these reports is tabulated by the statistical section. They are of no further value.) Destroy all reports dated prior to January 1, 1920.

Applications relative to the appointment of assistant paymasters. (Majority of these applications came to bureau as result of newspaper publicity given these examinations. No further value.) Destroy all applications dated prior to July 1, 1920.

Requests for bureau publications, circulars, etc. (These requests have been acted on and they are of no further value.) Destroy requests as soon as publications have been forwarded to applicant.

Reports of officers on board—N. Nav. 37.

Report of changes in officers—N. Nav. 64.

(Destroy above reports dated prior to July 1, 1920.)

N. S. O. 27. Progress of work (navy yards).

N. S. O. 43. Summary of weekly reports of work (navy yards).

N. S. O. 92. Record of work (navy yards).

S. and A. 260. Job cost summary (navy yards).

S. and A. 261. Summary actual and estimated cost (navy yards).

(Destroy the above reports dated prior to January 1, 1920.)

All files of ships and stations which have been gone over by the Historical Section, which section is supposed to have extracted everything of historical interest from them; also by the chiefs of the various bureaus, who shall extract everything of interest to their bureaus.

<sup>1</sup> Marked with blue pencil by Librarian of Congress.

Inventories of furniture at various training camps and stations during the war sent in for the bureau's information prior to January 1, 1920.

Copies of public bills and requisitions, and reports of expenditures and survey reports prior to 1917.

All communication records previous to January 1, 1913.

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COPY OF LETTER ADDRESSED TO THE LIBRARIAN OF CONGRESS BY CHAIRMAN OF THE COMMITTEE ON DISPOSITION OF USELESS EXECUTIVE PAPERS.

DECEMBER 29, 1920.

HON. HERBERT PUTNAM,

*Librarian of Congress, Washington, D. C.*

MY DEAR MR. PUTNAM: The clerk of my Committee on Disposition of Useless Executive Papers has carefully examined the various items checked in blue by you on the statement furnished you by the Navy Department.

She finds and reports to me that item 2, 1 volume. Miscellaneous letters to Engineer Officers, 1874-1877, relates to letters which she has carefully examined, none of them, in her opinion, of historic value but relating to leaves of absence, transfers, repairs to ships, supplies for ships, trial trips of ships, examination of steam log, delivery of coal, requisitions for supplies, letters relating to discharges, etc. Items 17, 18, 19, 20, 24, 26, 27, 29, and 59 of the same report relate to precisely the same sort of matters.

All of these volumes consist of correspondence of a routine nature during the period when the country was not at war with the exception of item 18, which is during the Mexican War, and items 24, 26, and 27 which are of routine matters during the Civil War but of no value as bearing on the conflict.

Item 59 being memoranda of 1844-45 relates to precisely similar matters and apparently has no bearing upon political conditions at the time.

The items of certain volumes of navy yard correspondence from Portsmouth, Washington, New York, Baltimore, and Philadelphia, which you have checked, are simply letters showing the progress of work, in weekly reports, at Portsmouth from 1862 to 1887, at Washington from 1862 to 1877, at New York from 1862 to 1872, at Baltimore from 1862 to 1865, and at Philadelphia from 1862 to 1884.

The four items of letters to and from bureau, commandants' letters 1864, and letters from officers consist of correspondence very much in the nature of that first described in this letter relating to discharges, reports on repairs, requisitions for miscellaneous supplies, and reports as to the shipments of supplies, etc.

I am inclined to think that there can be of but very little historic importance in any of these papers, and I doubt if there is anything among them worth preserving.

Miss Dressler, clerk of my committee, has talked fully with Mr. Fitzpatrick, of the manuscript division, pertaining to these matters.

Yours, very truly,

MERRILL MOORES,

*Chairman Committee on Disposition of Useless Executive Papers.*

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LIBRARY OF CONGRESS,

OFFICE OF THE LIBRARIAN,

*Washington, January 4, 1921.*

MY DEAR MR. MOORES: I duly received your communication of December 29 stating that Miss Dressler, the clerk of your committee, had carefully examined the various items which the Library of Congress questioned on the statement furnished by the Navy Department under date of June 8, 1920, and giving her report in detail, showing that the papers relate to routine matters and have so little historic importance that they do not seem worth preserving.

Miss Dressler talked with Mr. Fitzpatrick, the acting chief of the manuscript division, about this matter after examining a few of the items which we had checked for preservation. She brought samples of them with her to the library. She readily understood our position that we have to take the list

items at their face value, and if the item description is not definite enough we can not assume anything.

From Miss Dressler's information and your letter, it appears that the items were checked for preservation because of insufficient description in the Navy Department list. Our principle is to check wherever there is a doubt. We have no difficulty now in reporting that the items so checked in the Navy Department list have no historical value.

The papers in the case are returned herewith, as Miss Dressler requested.

Very truly, yours,

HERBERT PUTNAM, *Librarian.*

HON. MERRILL MOORES,

*Chairman Committee on Disposition of Useless Executive Papers.*  
*Chairman Committee on Disposition of Useless Executive Papers,*

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